

Indiana Department of Education

2019 Early Summer Edition

The Brown Box to Bulk Bulletin

WHAT'S YOUR FORECAST?



****Per guidance from United States Department of Agriculture (USDA), Indiana Department of Education (IDOE) has adopted the “You Ordered It, You Own It” philosophy. Due to the overwhelming amount of surplus at the state contracted warehouses in school year 2018-2019 and previous school years, IDOE can no longer accept product back that has been placed into a school’s inventory beginning in the fall of school year 2019-2020.

Proper forecasting and good menu planning are the keys to successful procurement of USDA Foods. Please take a look at the forecasting section in this issue.

What is IDOE’s Food Distribution Program (FDP)?

A program administered through IDOE for eligible institutions to receive entitlement dollars to purchase food from the United States Department of Agriculture (USDA). These foods are USDA Foods (formerly known as commodities), and can be used within the National School Lunch Program (NSLP), Summer Food Service Program (SFSP), School Breakfast Program (SBP) and After School Snack Program (ASSP). To learn more about FDP, please visit [IDOE’s Food Distribution website](#).

What’s New?

“Utilizing Your Commodities”

This is a great article written by Brenda Layne at Liberty-Perry School Corporation for the Spring 2019 issue of the Indiana School Nutrition Association magazine. The article provides insight on the Food Distribution Program timeline and how to get the best value from your USDA Foods. To view the article, click [here](#).

Forecasting

Forecasting is determining how much food will be needed by reviewing previous participation trends in order to reduce waste and control food costs. Using menus, production records, and comparing average daily participation, menu planners can determine how popular menu items have been in the past and how much food will be needed to meet the projected demand. This is especially important when working with USDA Foods in order to prevent a surplus of food.

Forecasting always starts with the menu. Cycle menus work best because they are a series of menus which are repeated over a specific period of time, such as every 4 weeks. The menu is different each day during the cycle. And, at the end of the cycle, the menu is repeated. This is important for forecasting because trends can easily be identified. For instance, to determine how

Upcoming Events

Click [here](#) to check out our upcoming trainings.

Timeline

May

Recipient agencies need to remove inventory from their state contracted warehouses.

June

State contracted warehouse deliveries will end after the RA's last delivery period in the month.

July

IDOE will conduct state contracted warehouse inventory counts and reconciliation.

many cases of refried beans to order for the upcoming cycle menu, menu planners can review the last time this menu was implemented (or even that last few times it was implemented). Knowing that the menu will be implemented the same, the meal participation will be similar when served again. For examples of cycle menus and meal planning and purchasing tools, click [Meal Pattern Tools](#) and [Meal Planning and Purchasing](#).

Another tool schools should utilize to accurately forecast future participation trends is to review production records from the previous year or the last time(s) the cycle menu was served. This can help identify if menu changes need to be made and which items were popular with the students. Additionally, substitution trends can be identified if watermelon was featured on the winter cycle menu, but the distributor typically needs to substitute with another fruit. Then, watermelon should be removed from the cycle menu for a seasonally available fruit. This will help prevent unnecessary substitutions or last minute menu changes. For more information on production records click [here](#).

To truly make the most of production records, the average daily participation (ADP) should be determined. To do this, take the total amount of reimbursable meals served in the month and divide that by the total number of operating days. When using ADP for forecasting, take a look at the average participation and see if a particular day falls below the average. This can indicate a menu item that is not popular and might need to be reviewed closer. If the participation for a particular day is well above the average, then this might be a more popular meal. The ADP helps a menu planner decide if they need to plan for more food on one day than the next. The menu planner should also consider if the district enrollment will be increasing or decreasing the next time this menu is served, because this might make a difference on ADP.

For best practices for forecasting and the keys to a good USDA Foods program, check out USDA's video: [Strategic Ordering and Forecasting](#). Check out USDA's Menu Planner for chapters on menu development and inventory management [here](#). Need help forecasting? Contact your field specialist.

USDA Department of Defense (DoD) Fresh Fruit and Vegetable Program

USDA DoD Fresh Fruit and Vegetable program is an optional program. This program is **NOT** to be confused with the Fresh Fruit and Vegetable Program (FFVP) which has certain eligibility requirements.

IDOE would like to update schools on the current status of this program for SY 2020. The Defense Logistics Agency (DLA) is in the process of entering information, creating YIN school codes and adding each site to the payment system on the Fresh Fruits and Vegetables Order Receipt System (FFAVORS) website. The DLA has informed IDOE that they should have this portion of the process completed by mid-June 2019. The goal is to have the information entered by July 1, 2019 so schools may begin placing orders.

Ten Steps for Successful DoD Fresh Fruit and Vegetable Program Use

1. Complete the commitment form in November with the amount of entitlement the RA wishes to commit.
2. Pre-allocation of the commitment amount is deducted from the entitlement in January before the pre-order survey begins.
3. IDOE sends the information to USDA.
4. USDA Department of Defense (DoD) Defense Logistics Representatives (DLA) enter the YIN codes and information in FFAVORS.
5. After information is approved and entered in FFAVORS by the USDA/DLA Representative, IDOE will enter the entitlement in FFAVORS.
6. RAs create FFAVORS logins in order to receive e-Authentication and access to FFAVORS from USDA.
7. RAs can begin ordering in FFAVORS in July before school begins.
8. Orders can be placed weekly until the committed amount of entitlement is depleted.
9. The vendor, Creation Gardens, will deliver the product to the RA.
10. The RA should inspect and accept the order.
11. Once the product is received by the Recipient Agency (RA), the RA should ensure it is receipted in FFAVORS.
12. RAs should reject **ALL** non-domestic fruits and vegetables.

Below are some important USDA DoD Fresh Fruit and Vegetable Program links:

- **FFAVORS Help Desk:** For questions about FFAVORS, the e-Authentication process, or login issues for existing sites and existing users in FFAVORS, please contact the FFAVORS Help Desk at FFAVORS@fns.usda.gov.
- **USDA DoD Fresh Complaint Reminder:** Document all issues, include photos, and report each occurrence to the vendor, SDA, and the DLA Representative.

- **DLA Representative Contacts:** Please check the [FDD website](#) for the most current DLA Representative Contact information.

Program Activity	Responsible Entity
USDA DoD Fresh Complaints: (Product quality, product availability, and delivery issues)	DLA Representative, Vendor, State Distributing Agency
FFAVORS Questions, e-Authentication process, or Login Problems	FFAVORS@fns.usda.gov

The next date to submit commitment requests for school year 2020-2021 will be in late November 2019. For more information on the USDA DoD Fresh Fruit and Vegetable program, visit [IDOE's Food Distribution website](#).

The Lunch Dish

In this section, we would like to showcase *your* unique ideas and recipes using USDA Foods. Please email Cheryl Moore at cmoore@doe.in.gov to submit your ideas.



Broccoli Bites



Herbed Pulled Turkey

Turkey Roasts aren't just for Thanksgiving.

Are you having difficulty figuring out what to do with those turkey roasts you ordered? Well, here's an idea. Cathy Power's herbed pulled turkey recipe might be just what you need to give your students a different outlook on turkey. You can find this recipe and Cathy's other delicious recipes [here](#).

Broccoli Bites Recipes

This recipe contains USDA Foods and is a delicious, nutritious way to get students to try new dishes. Please click [here](#) to view the full recipe. Other recipes containing USDA Foods can be found [here](#).

Did You Know?

These are some best practices for USDA Foods

- USDA Foods should be used daily on school menus.
- Use the same USDA Foods product more than once per week in different recipes. For instance, serve roast turkey in a wrap on one day and on top of a salad on another day.
- Be sure there is ample storage for your inventory. For example, is there enough freezer space?
- Compare USDA Foods, DoD Fresh and commercial programs to get the best price and entitlement value.

USDA Foods from Farm to Plate

USDA publishes the E-Letter, USDA Foods from Farm to Plate: Spotlight on Schools. The May E-Letter contains useful information including the Release of USDA Foods Processing Program Policy Memorandum FD-064, USDA Foods Processing Program – Cancellation of Policy Memoranda, and the recent American Commodity Distribution Association (ACDA) Conference. To view the entire article, please click the attachment in the email. To view other USDA Foods E-Letters, click [here](#).

USDA Foods Help Feed Families

If you know a family that may be in need of temporary food assistance, then the Temporary Emergency Food Assistance Program (TEFAP) may be able to help. For more information on TEFAP, click [here](#). To locate a food bank in your area, click the Indiana TEFAP Map link on the page.

Always Remember To:

- Have staff available to receive, inspect and accept USDA Foods orders.
- Check the expire and close dates on the inventory tab in CNPweb to avoid excess storage charges and/or lost product. The expire date is when the IDOE begins charging excess storage fees. It is approximately 45 days after the product is placed into the RA's inventory. The item must be DELIVERED before the expire date to avoid the fees. The close date is when the state takes the product back to redistribute to another institution.
- Place an order of 10 cases or more for each site to avoid drop fees.
- Remove USDA Foods from the state contracted warehouses and processors as soon as possible. RAs should have no more than six month worth of inventory at the state contracted warehouse and/or the processors.
- Check with [ProcessorLink.com](#) and [K12Foodservice.com](#) monthly to verify your raw/bulk product balances. Also, double check both sites to ensure product has not been previously diverted to a processor by food service staff.

Definitions and Acronyms

ACDA – American Commodity Distribution Association
ASSP – After School Snack Program
DoD – Department of Defense
FFAVORS -- Fresh Fruits and Vegetables Order Receipt System
FDP -- Food Distribution Program
FSD – Food Service Director
IDOE – Indiana Department of Education
NSLP – National School Lunch Program
PAL – Planned Assistance Level
RA – Recipient Agency
SBP – School Breakfast Program
SDA – State Distributing Agency
SFA -- School Food Authority
SFSP – School Food Service Program
SY – School Year
USDA – United States Department of Agriculture
WBSCM – Web Supply Chain Management

IDOE (FDP) Contacts

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USDA FOODS Resources

[IDOE Food Distribution Program](#)

[USDA Foods Distribution Programs](#)

[ACDA's RA Processing Handbook](#)

2019 State of Indiana Holidays

**Independence Day, July 4
Labor Day, September 2
Columbus Day, October 14**

****State Offices are closed in observance of
the above holidays.**